

PARKS AND RECREATION DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Parks and Recreation Director exists is to plan, direct, organize and administer the Parks and Recreation Division in the Community Services Department. This classification is supervisory. Work is performed under general supervision by the General Manager of Community Services.

ESSENTIAL FUNCTIONS

Coordinates and directs the planning, programming, operations and construction of City parks and recreation facilities through various management level personnel.

Plans, develops, implements, and evaluates all Parks and Recreation programs and services, including Aquatics, Special Interest classes, Adult and Youth Sports, Community Centers, Neighborhood Parks, after school and summer recreation programming, planning, etc. Exercises responsibility for the operation, planning and development of the parks, community centers, etc.

Outlines program objectives, reviews and justifies annual budget with which to accomplish goals.

Exercises full personnel authority – staffing, discipline, performance reviews, etc.- for all Recreation programs, which includes managers, professional staff and several hundred part-time staff.

Ability to direct individual accomplishments toward organizational objectives.

Coordinates closely with Parks and Grounds Division and Facilities Management Division personnel.

Anticipates potential problems that might have detrimental effect on the general public, the City and/or parks programs and takes necessary preventative action.

Observes and monitors services for effectiveness and quality control.

Communicates verbally with community groups and individuals to solve problems relating to the division.

Provides technical advice to General Manager and makes recommendations to top management and City Council.

Acts as Staff Liaison to facilitate Parks and Recreation Commission on a bi-monthly meeting and work study sessions. Determines the schedule, agenda, staff reports.

Prepares and presents written and oral reports and recommendations to the Parks and Recreation Commission, General Manager, and City Council.

Communicates with community groups, outside agencies, City departments, and committees on park developments and recreational issues and programs.

Meets and coordinates activities with other departments or agencies which affect the community's Recreation programs.

Meets with General Manager, Program Directors and appropriate City staff to plan future Capital

Improvement Projects related to parks and recreation facilities.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Grounds maintenance, construction planning, operations and development of sports, aquatics, parks, social, and youth activities, employee relations, and organizational management.

Public administration practices and procedures and related public relations.

Must have good working knowledge of all City Administrative regulations, especially those relating to the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances as it relates to job function.

Ability to:

Contribute effectively to meeting the City's performance goals and plans

Personify leadership and promote shared responsibility, teamwork, and continuous improvement.

Plan, direct and supervise the activities of a large number of professional, labor, and part-time personnel

Collect and analyze data in order to make verbal and written recommendations and reports.

Make presentations to large groups.

Listen and communicate effectively (verbally and in writing) and establish and maintain effective working relationships with employees, City Officials and the general public.

Identify potential problems and take the necessary corrective action and/or recommend alternative solutions to the General Manager.

Operate a personal computer and related Microsoft software.

Have the willingness to empower employees.

Maintain regular consistent attendance, punctuality, and professional demeanor.

Education & Experience

Bachelor's degree in Public Administration, Park Management, Leisure Services or related field, with a minimum five years progressive supervisory and administrative experience in municipal recreation, parks management and supervision. Master's Degree in related field is highly desirable. Certification as a parks and recreation professional is highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified